

BOARD OF SELECTMEN MEETING

Minutes of August 24, 2020

CALL TO ORDER: Vice-Chairman Heath Partington called the meeting to order at 7:05 pm. Selectman Bruce Breton was present in the meeting room, with Selectman Jennifer Simmons and Town Administrator David Sullivan in attendance via Zoom. Chairman Ross McLeod and Selectman Roger Hohenberger were excused.

Mr. Partington opened with the Pledge of Allegiance, then read a statement relative to the Governor's Executive Order 2020-04 #12, which authorizes the Board of Selectmen to meet electronically provided public access is available via telephone or electronic means, followed by the phone and text message numbers and email address available for use by the public during the meeting. Mr. Partington then conducted a roll call of Mrs. Simmons and Mr. Sullivan, as well as several staff members who were conferencing in, each of whom who advised they were doing so alone.

ANNOUNCEMENTS: Mrs. Simmons noted that the stone work at the Searles building will begin after Labor Day. Also, that the Griffin Park tot lot will be closed on Friday August 28 from 7am-6pm for routine maintenance.

Mr. Partington advised that the Planning Board has added a question to their Master Plan survey regarding the water line and why the vote went the way it did; he will forward it to the Board.

Peter Griffin, Town Moderator, approached noting the upcoming election on September 8. He advised that the State has expanded the ability for one to request an absentee ballot from the Town Clerk, noting it is a very safe way to vote and explaining the process. Mr. Griffin then indicated that hundreds of absentee ballots have been received already and, as allowed by the State, pre-processing of those will take place on 9/4; explaining this involves removal of the exterior envelope only to ensure that the interior one is properly completed. He indicated pre-processing will be of great help given the volume of ballots.

Mr. Griffin then noted that the layout will differ on election day, as there will be the traditional area within the gym, as well as a satellite setup for those who refuse to wear masks. He indicated the latter may be in the lobby of the High School or outside; adding that tents are being looked at and one with heat and electricity may need to be rented. Mr. Griffin advised he has not yet received a reply as to whether the lobby can be used.

Mr. Griffin went on to explain that pens will be provided to the voters and there will be plexiglass shields in place; also noting there is an opportunity to reduce the number of voting booths, however, that decision has not yet been made. He advised that he is meeting weekly with the School District Moderator, Town Clerk, and Supervisors of the Checklist, and also participates in weekly meetings with the Secretary of State to discuss procedures. Mr. Griffin indicated that he also sat in on a meeting with Dr. Chin, the State Health Official, regarding the possible effects of the curtains, and that Dr. Chin did not feel it was a concern as far as the virus being retained on the material.

Mr. Griffin then noted that it had been reported on Facebook that the Town was setting up a drop box at Town Hall, and explained it was not for use for absentee ballots, but for other documents; reiterating residents should not use it for that purpose.

Mr. Partington thanked Mr. Griffin and encouraged him to reach out to the Board should he need any assistance. Brief discussion ensued.

DROUGHT STATUS/OUTDOOR WATERING RESTRICTIONS: Mr. Partington noted that the drought situation has worsened to D2, and reminded all that the Town is currently at Level 1 ban.

Mr. Sullivan noted this will be on each agenda during the drought; concurring it has worsened and advising that the Board could retain the Level 1 restrictions, or elevate them to level 2 or 3, as follows:

Level 2:

- 1) Outdoor lawn watering by odd numbered addresses is allowed on Mondays and Thursdays.
- 2) Outdoor lawn watering by even numbered addresses is allowed on Tuesdays and Fridays.
- 3) Outdoor lawn watering shall not occur between the hours of 8AM and 8PM.

Level 3:

- 1) Outdoor lawn watering is prohibited.

Mr. Sullivan clarified that, currently, watering is allowed as follows:

- 1) Outdoor lawn watering by odd numbered addresses is allowed on odd numbered days.
- 2) Outdoor lawn watering by even numbered addresses is allowed on even numbered days.
- 3) Outdoor lawn watering shall not occur between the hours of 8AM and 8PM.

Mr. Sullivan explained that the State is encouraging towns to enact restrictions and it is within the Board's purview to keep the restrictions as they are or elevate them; clarifying he would not recommend removing them.

Mrs. Simmons moved and Mr. Breton seconded to change the watering restrictions to Level 2 to allow watering by odd numbered addresses on Mondays and Thursdays, even numbered addresses on Tuesdays and Fridays, and that no watering occur between the hours of 8A and 8P.

Mr. Partington sought clarification as how much difficulty the Level 1 restrictions were causing as far as enforcement. Police Chief Gerald Lewis replied that the community has been very compliant, although they do have some outliers that have been warned. He indicated that, so far, they are complying with the initial response and, as of today, there has not been a problem as far as enforcement.

Roll call vote – all “yes”.

Chief Lewis sought clarification as to when the change will take effect, and Mr. Sullivan replied it would be later in the week; adding he will forward the specifics to the Chief.

Mr. Sullivan noted there had been a request received regarding the Level 1 restrictions, however, given the change to Level 2 it was now moot and no action should be needed. Mr. Partington concurred.

CARE ACT ASSISTANCE: Mr. Sullivan explained that, in 2016, a total of 2547 absentee ballots had been received and it is anticipated that more may be received this year due to Covid. He advised that the State has authorized additional Cares monies calculated on a basic formula based on the cost to process each ballot, and that each Town can apply for a grant equaling 80% of the costs for the increased number of ballots received over 2016. Mr. Sullivan explained that in order to apply for the grant, the Board needs to accept the unanticipated revenue funds in accordance with RSA 21:P:43, and authorize him as Town Administrator to apply for such funds and to complete the appropriate documentation.

Mr. Breton moved and Mrs. Simmons seconded accordingly. Roll call vote – all “yes”.

Mr. Sullivan advised a question had been received regarding the watering restrictions and whether they applied to vegetable gardens; adding that in his opinion it pertained to lawns only. It was the consensus of the Board to agree.

GRANT ACCEPTANCE: Mr. Sullivan advised this pertains to the announcement at the previous meeting regarding receipt of the Assistance to Firefighters Grant for use towards purchase of a new rescue tool. He explained that, while the Board technically does not need to officially accept these funds as it was part of the warrant article, Town Counsel feels it would be appropriate that they vote to formally accept the AFG award in the amount of \$47,619.04 towards a new rescue tool for the Fire Department.

Mr. Breton moved and Mrs. Simmons seconded accordingly. Roll call vote – all “yes”.

DONATION ACCEPTANCES: Chief Lewis requested the Board accept a donation in the amount of \$500 from Doreen Demone, given in memory of Lt. Jimmy Brown, for use towards the Animal Control Facility.

Mr. Breton moved and Mrs. Simmons seconded to accept the donation with gratitude. Mr. Breton then asked that plaque regarding the donation be obtained, and Chief Lewis agreed.

Roll call vote – all “yes”.

Chief Lewis then asked that the Board accept a donation in the amount of \$180, earned by Vivian Thamer and Gianna and Sienna Gattinella through a lemonade stand, for use towards the purchase of PPE for the Department.

Mr. Breton moved and Mrs. Simmons seconded to accept same with gratitude. Roll call vote – all “yes”.

2020 REVALUATION: Mr. Sullivan advised that Paul McKenney of MRI, the Town’s Assessing consultant, will present the preliminary revaluation numbers; followed by Dave Cornell, who was hired as a third party to review MRI’s work.

Mr. McKenney advised that MRI has completed the second phase of the revaluation and is ready to distribute the preliminary values to all later this week. He indicated that:

- The 2019 valuation had been \$2,529,666,978, and the preliminary 2020 valuation was \$3,217,168,628; an increase of \$698,501,650.
- Overall change went up 27% as a result of inspecting 572 sales that occurred between 4/1/2018 and 3/31/2020
- Residential values have increased 30% based on 425 sales
- Vacant lots increased 24% based on 14 sales
- Condominiums increased 29% based on 125 sales
- Commercial properties increased 17% based on 8 sales
- The overall assessment to sales ratio for the two year period was 98.83%; for one year it was 97.45%; the standard is between .90 and 1.10
- The co-efficient of dispersion, which is the quality rating, should be below 20 and ours for the two and one year periods is .06
- The price-related differential should be between .98 and 1.03, and ours for the two and one year periods is 1
- All sales reviewed were qualified sales, with family, bank, etc., being weeded out

Mr. McKenney then explained that once the Board approves the numbers notices will be sent out to the taxpayers. He indicated that MRI will be offering zoom and phone hearings, and possibly in person ones with Covid precautions, and have extended the time for each to 30 minutes. Mr. McKenney also noted there will be some value changes in between, indicating that since the values came out there have been a couple of large changes as well as some fairly small ones.

Mrs. Simmons sought clarification as to how the ratio is calculated between the old and new values. Mr. McKenney explained the percentage of change for each property type, and a discussion ensued in that those are median ratios and not all properties change the same percentage, rather it depends on the model.

Dave Cornell, Cornell Associates, advised that he had been hired to review the work done by MRI; explaining he had performed statistical studies and created analytics which showed that, on average, the revaluation completed by MRI was well within standards of mass appraisal. Mr. Cornell noted that they had looked at the different neighborhoods, year built, categories, grades, and conditions; and all the categories were performing within the State standards.

Thanks were extended to Mr. Cornell for his work.

After brief discussion, Mr. Breton moved and Mrs. Simmons seconded to accept the values as presented by MRI and reviewed by the consultant. Roll call vote – all “yes”.

COMMUNITY DEVELOPMENT SEPTIC SYSTEM: Mr. Sullivan indicated the need to replace the septic system had been discussed at the last meeting, and noted that the necessary trees had been removed to facilitate same. He explained that, similar to the Greenway project, the Board was being asked to approve staff working with Devlin Construction to complete the septic replacement; adding that Devlin’s cost estimate is fair based upon previous bids received for other replacements and will result in a savings.

At Mr. Breton's request, General Services Director Dennis Senibaldi reiterated the series of issues with the septic system that led to the decision to replace it, as well as the permitting of same by Mr. Maynard and the tree removal. He indicated that, if approved, the project will begin the end of this week or the beginning of next.

Mr. Breton moved and Mrs. Simmons seconded to approve the request for replacement of the Community Development septic system. Mr. Partington noted that, based on the estimated price versus prior bids received, it seemed there would be a significant cost savings versus going out to bid.

Roll call vote – all “yes”.

Mr. Sullivan then requested the Board authorize use of the Property Maintenance Trust for this project.

Mr. Breton moved and Mrs. Simmons seconded accordingly. Roll call vote – all “yes”.

Mr. Sullivan requested that Old Business be taken out of order.

OLD BUSINESS: Mr. Sullivan noted the Board had already approved the financing bid for the Searles and Rail Trail projects to Northway Bank, however the latter needed the Board to officially accept their certifications as part of the loan; suggesting a motion to accept the documents provided by the bank in accordance with their instructions, and certifying that the Board accepts the conditions of the loan, would be appropriate.

Mr. Breton moved and Mrs. Simmons seconded accordingly. Roll call vote – all “yes”.

COMMUNITY DEVELOPMENT DEPARTMENT: Mr. Sullivan noted this discussion goes back several months and relates to concerns the Board would like to discuss regarding procedures and issues over the last year. He indicated that he had suggested topics for discussion to the Board, Mr. Norman, and Mr. Gregory, as follows:

- a) Discussion on issues and procedures that have been put in place to address issues/problems that have occurred – (ie major and minor watershed applications; Section 719 and other HDC support)
- b) Discussion on the handling of resident complaints/enforcement and the length of same
- c) Discussion on overall operations – what is working, what is not, ideas for positive change
- d) Discussion on current level of activities
- e) How working relationships of staff are doing

Mr. Sullivan then advised that the Board had also received correspondence from the Planning Board, which had also been shared with Mr. Norman and Mr. Gregory. Discussion ensued as to how best to proceed, and it was the consensus Mr. Norman speak to each of the above points.

Mr. Norman explained that over the past two years there had been some incidents where it was discovered the office was not following the ordinances; whether through misinterpretation or being unaware of same. He advised he has enacted a number of new procedures to avoid this in the future, in particular a new review process wherein each building permit goes through all staff members and a checklist is completed to ensure that each item that may be pertinent is looked at. Mr. Norman indicated this has worked quite well, and is being expanded to include any plan that comes in; adding it is important, internally, to look at proposals to see that they meet zoning, etc. He noted this is just starting, and is really making a difference. Mr. Norman indicated there have been some missteps, and that more technical assistance is needed; suggesting more expertise be brought in to guide staff through the process.

Mr. Norman then noted that, as to resident complaints, they do receive them mostly from neighbors concerned about activity. He advised they are handled by staff, however, there are some cases that may involve long standing, neighbor to neighbor disputes that are unresolved. Mr. Norman indicated that they have to be careful so as not to overstep what they are legally responsible to do; adding if private property is involved they do not get involved, rather they will advise the complainant to get a lawyer or do their own survey. Mr. Norman noted that the ideal situation is to not let anyone feel they have been ignored, and they try to be responsive, however, there are cases where response is delayed as legal input is needed.

Mr. Norman indicated that, as to overall operations, the checklists mentioned prior are a step in the right direction to avoid past issues; adding it is his desire to be a lot more efficient and provide predictability as far as process. He noted that he understood delays in the process cost applicants money should they have to appear repeatedly with their lawyers or representatives.

Mr. Norman then noted that Covid has slowed current activity in the department, which he believes is happening industry wide. He indicated he expects it will pick up again, but right now there is not much work and thus it is a good time to improve processes.

Mr. Norman felt that, as to working relationships, particularly between he and Mr. Gregory, staff was doing the best they can; adding they certainly have disagreements and their own frustrations, however he respects Mr. Gregory's streamlining of things while he is trying to document things and increase transparency. He indicated some things are working well, and they will continue to work on it.

Mr. Partington inquired whether Mr. Gregory had anything to add. Mr. Gregory noted that, from a planning perspective, applications are down, however his job has increased as he is the Health Officer; explaining that directives keep getting released regarding Covid, and health officers will now be involved in the enforcement of violations of emergency orders instead of the police. He noted this results in more work from a Health Officer perspective than ever before.

Mr. Breton concurred that activity is down due to Covid, however, he indicated there was also a decrease last year. He felt we need to address that and see what the problem is, as there has been a very small increase in commercial sales; suggesting a firm be hired to assess whether things are being done as they should be. Mrs. Simmons then inquired when the checklist was put in place, and Mr. Norman replied they had been working on procedures for quite some time; adding it was most recently updated in January and again during the last two months.

Mrs. Simmons inquired how often Technical Review Committee (TRC) meetings are supposed to happen, and Mr. Gregory replied whenever they are needed. He explained that due to Covid most are being done by email; adding that, per the Planning Board's request, all information is now available in folders on the town website so that all involved can review the plans and respond in time for the meeting.

Mr. Breton inquired whether those who are supposed to participate in the TRC are doing so, or whether there are problems getting a quorum. Mr. Gregory replied there were not quorum issues, but there had been issues previously with individuals discussing matters that were not pertinent and causing others to not want to attend; adding that has been corrected and reiterating they are now being conducted remotely where people can review the folder at their own leisure.

Mr. Breton then inquired about the checklist, noting the applications are sent to the Town engineer for review and questioning what kind of checklist it was and whether it conformed to State specifications regarding timing. Mr. Gregory explained the checklist is internal for staff to ensure that all has been reviewed; adding that the Planning Board also has a checklist to ensure they receive all the necessary information. He noted that very few things are falling through cracks currently.

Mrs. Simmons sought clarification as to Mr. Norman's request to have someone come in and assist staff. Mr. Norman indicated he was suggesting someone be brought in that has the engineering background to really dig into some of the plans and catch any issues before the Planning Board hears the case. He indicated the plans are sent to Keach, who has certain things that he looks for, however, the level of review in the checklist previously discussed is not always happening; adding he believed they could contract with someone, or with Keach, to do a more complete review of projects. Lengthy discussion ensued regarding Keach's duties, Keach's review versus staff's, the Planning Board's concerns, and training for staff rather than hiring another consultant.

Mr. Sullivan suggested Keach's services could be engaged to review the processes developed by staff and make recommendations regarding same in order to put together a solid foundation. Further discussion ensued.

Mr. Partington noted that some of the issues that are occurring are not going to Keach, as they involve smaller plans. He noted that the Zoning Ordinance is changed every year and there almost needs to be a separate set of eyes because although Keach catches most issues, he does not believe it is 100%; adding it is not Keach's fault, as the ordinance changes every year, and citing issues with the Historic District ordinance as an example.

Mr. Partington then inquired of Mr. Gregory what his duties are and whether he has enough hours to do his job. Mr. Gregory replied that some weeks he does not have enough hours, it depends; explaining that Covid issues have caused more work, as has stormwater, both of which fall to him for enforcement. Mr. Partington indicated he would like to know what percentage of Mr. Gregory's work week is Planning Director versus Health Officer, expressing concerns that the number of land use applications is so small now. Mr. Gregory concurred.

Mr. Partington then expressed frustration that process is still being discussed, having been discussed two or three times already and noting that the list of concerns from the Planning Board is very similar to that from the ZBA in 2017. He noted that, in 2016, there were a large number of TRC meetings, whereas there has only been a handful yearly since then. As to complaints, Mr. Partington also expressed concerns with the amount of time being spent on issues with the Historic, rather than on other items; adding he was also aware of a customer complaint that had not been answered for four months. He felt there are several large items to be focused on, such as the waterline and TIF District, and hours to do so are being lost.

Mr. Partington then noted Strategic Planning; noting the checklist does not detail the processes, however, there used to be flow charts outlining same. He indicated he would like to see those again, outlining the flow of an application through the process and the Department, and that the Selectmen, Planning Board, ZBA, Conservation Commission, and Historic District Commission review and sign off on them for completeness and adherence to their relevant statutes/ordinances; adding he would like this to happen in the next month or two. Discussion ensued regarding issues with the Historic Ordinance, lack of notification to the Commission on a particular plan, and presentation of that plan to the Planning Board.

Caron Pelletier, 20 Sawtelle Road, noted her experiences with the Department and the Planning Board over the last year regarding a specific project across the street from her; indicating she had great concerns regarding processes and the knowledge of people in various positions as demonstrated over the last year. She noted she has been told there is no problem, and has had to call in the State to verify there is; questioning whether people handling oversight are actually qualified. Ms. Pelletier went on to cite several other concerns pertaining to the particular project, as well as with the department such as items disappearing from the files and the system of checks and balances. Ms. Caron felt having to call constantly to have things looked at was not her job, and indicated she has spoken to Mr. Sullivan several times; adding she had also requested to speak to the Board, however she had let that go. She reiterated she has great concerns and indicated that, since this was on the agenda, she wanted to advise the Board of what appears to be a lack of oversight.

Mr. Norman indicated that some of Ms. Pelletier's concerns related to the project/property had been addressed, and discussion ensued regarding the department's response, procedures, and the project in question.

Wendy Williams, Historic District Commission Chair, approached noting the Commission has been experiencing continuous problems since 2016, which she had laid out to Mr. Sullivan and Mr. Norman; adding it sounded now like there will be some traction and maybe procedures will be followed, however Section 719 has been violated purposefully since 2016. She noted that in 2018 and 2019, twenty historic properties had been missed; adding the HDC has been left out of the TRC meetings but no one had ever approached an HDC chair with concerns as to their participation. Mrs. Williams noted she would expect a Director to be able to approach people to explain things such as deliberation being inappropriate.

Mrs. Williams went on to note that, in 2019, there were five TRC meetings, some of which involved historic properties, and the HDC was invited to only two; reiterating this is a documented problem. She indicated she has very little confidence in the Department; however the Code Enforcement Officer is improving and the Building Inspector has been great. Mrs. Williams noted this issue is not isolated to the Planning Board, but has trickled down to the HDC and possibly Conservation, and has been going on for

a while; citing concerns regarding the Chadwick Place project and Mr. Gregory's earlier comments regarding same as it pertains to the Historic Resource list and the Commission's lack of comments.

Mrs. Williams then noted that, in the past, there had been flowcharts to describe processes and expectations that called out everything; adding that the TRC then met almost every two weeks and there was a flow to the process that had made sense. She noted there was also proper documentation, an agenda, and follow up comments.

Mr. Sullivan confirmed that he and others had met with the HDC two months ago regarding their concerns and procedures were changed and/or confirmed at that time. He noted a follow up meeting had been scheduled for 30 days subsequent, however, no activity has occurred that would involve the HDC so it was delayed for another 30 days; adding it remains a work in progress only as there has not been a project involving Section 719.

Mr. Sullivan then inquired whether Mr. Norman or Mr. Gregory had shared with Mrs. Williams a letter received from Town Counsel regarding when Section 719 is applicable and clarifying that not everything that is historical complies with the section if it is no longer a structure. He suggested, if they had not, that it be released as it demonstrates the applicability of the section well. Lengthy discussion ensued, with input from Mrs. Williams, regarding the confidentiality of the letter, that it pertained to a specific case, its relevance to the Commission, Counsel's opinion therein regarding foundations not being structures, and that releasing it to the HDC is not the same as releasing it to the public. Mr. Norman will review the letter for any confidentiality concerns before releasing same to the Commission.

Dave Curto, Conservation Commission Chair, approached expressing similar concerns regarding the TRC; noting the omission of Conservation from participation in same. He indicated that the Commission should receive plans two weeks ahead of their meeting, but generally do not receive them until a week before, which does not leave a lot of time to comment. He also noted there had only been one or two TRC meetings over the last year; citing the importance of letting Conservation present issues ahead of time. Mr. Curto also suggested the TRC meetings be more conveniently timed, as they are usually held early in the morning, which makes it difficult to attend. Discussion ensued regarding the virtual nature of the TRC meetings currently, whether Conservation was on the email list for same, and that there are currently two plans pending TRC review now that Mr. Curto has not received.

Mr. Gregory clarified that the Commission already has those two plans, and has commented on same; adding that Conservation has never attended a TRC meeting, rather they get the plans and always get to comment through a form they fill out and sign. He noted the plans are on the Conservation agenda, and a discussion ensued regarding the TRC process, Conservation's reviews/agenda, and applicant appearances before the Commission.

Mrs. Simmons asked that it be clarified that Mr. Curto could attend the TRC if he wanted, and Mr. Gregory replied in the affirmative. Discussion ensued in that Mr. Curto will be added to the list.

Mrs. Williams noted the purpose of the TRC is to allow for comments on a plan before it goes to the Planning Board, so that it can be adjusted; adding that when people are left out, or the review does not happen at all, then the applicant is not getting their money's worth out of the Department. Discussion ensued regarding the function of the TRC in Windham versus other towns, as well as how meetings are held elsewhere, and how TRC functioned here in the past.

Mr. Breton noted there are comprehensive flow charts on the Town website, the second step of which is the TRC; adding he will give these to Mr. Sullivan. Discussion ensued regarding the charts being developed around 2015, whether they are no longer used or current processes are similar, and that Mr. Sullivan will have them re-created and distributed to all for review.

NEW BUSINESS: None.

CORRESPONDENCE: None.

MINUTES: Mrs. Simmons moved and Mr. Breton seconded to approve the minutes of 8/10 as written. Roll call vote – all “yes”.

Mr. Gregory inquired whether they would be going over the comments from the Planning Board, and Mr. Partington indicated they could.

Mr. Gregory then noted concerns with number G, “failure to utilize town engineer”. Mr. Sullivan noted there were three parts to that concern, and he did not think the Planning Board was saying it was in all cases, but rather on specific subdivisions.

Mr. Gregory then indicated that B and C were not true. Mr. Sullivan suggested that Mr. Gregory speak to the Chair of the Planning to clarify; adding that without them here to elaborate it must be taken at face value. Discussion ensued, and Mr. Norman suggested that since he and Mr. Gregory had only received the list that day should have an opportunity to review it and reply.

Lengthy discussion ensued regarding timing of the receipt and distribution of the Planning Board comments, the origin of the letter, Mr. Gregory and Mr. Norman reviewing same with the Planning Board, as well as several particulars included therein that are historic/past issues, such as Sawtelle Road and issues with Spear Hill Road and the subdivision thereat.

No decisions were made.

NON-PUBLIC SESSION: Mr. Breton moved and Mrs. Simmons seconded to enter into nonpublic session in accordance with RSA 91-A:3 II c and e. Roll call vote – all “yes”. The Board, Mr. Sullivan, Mrs. Carmichael, HR Director, Rex Norman, Community Development Director, and Dick Gregory, Planning Director were present in the first session.

Reputations – The Board discussion personnel matters within the Community Development Department. No decisions were made.

The Board, Mr. Sullivan, Mrs. Carmichael, HR Director, and Rex Norman, Community Development Director were present in the second session.

Reputations – The Board discussed with Mr. Norman his working on his own time for another entity in a capacity not related to his role as Community Development Director. It was discussed that Mr. Norman would meet with Mr. Sullivan, and Mrs. Carmichael to review and confirm the town’s expectations that this role would be outside normal working hours unless on Earned Time.

The Board and Mr. Sullivan were present in the remaining sessions.

Legal – Mr. Sullivan updated the Board on negotiations with the Town of Salem in regards to a Water Operations Agreement between the two communities. No Decisions were made.

Legal – Mr. Sullivan updated the Board on a negotiations regarding a pending land sale. No decisions were made.

Meeting adjourned at 11:24 pm.

Respectfully submitted,

David Sullivan, Town Administrator

Wendi Devlin, Administrative Assistant